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ABSTRACT

This report describes the 5-year plan of the Documentary Heritage Program (DHP), which is charged with ensuring that historical records important for documenting Western New York are preserved and are used effectively by researchers. The report is divided into four sections. In the first section the background and structure of the DHP is introduced. The second section describes the present conditions in the region. Included are a brief profile of the region and descriptions of its historical record repositories, existing means for staff training, the type of cooperation among repositories, and the documentation of the region. The third section identifies the uses, and users of, regional historical records, including scholars, students, avocational historians, administrators, other professions, the general public, and genealogists. The fourth section outlines the purpose, goals and objectives, the timetable, and the priorities/program emphases of the 5-year plan. A bibliography of materials available from the DHP lending library is attached. This bibliography includes the titles of books, serial publications, articles, cassettes, and videos which relate to archival management. (MAB)

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MANAGING OUR PAST TO PLAN FOR OUR FUTURE:

A FIVE-YEAR PLAN FOR COOPERATIVE EFFORTS TO PRESERVE THE DOCUMENTARY HERITAGE OF THE WESTERN NEW YORK REGION

1990-1994

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January 1990
Western New York Library Resources Council

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DOCUMENTARY HERITAGE PROGRAM

IN WESTERN NEW YORK

FIVE-YEAR PLAN
1990-1994

The Documentary Heritage Program is administered by the Western New York Library Resources Council through funding received from the State of New York. WNYLRC is located at 180 Oak Street, Buffalo, New York 14218 (716-852-3844)

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Polly C. Darnell , 1988-1989/Heidi Ziemer, 1990

TABLE OF CONTENTS

I. INTRODUCTION ——— 2

II. PRESENT CONDITIONS ——— 3

The Region ---- 3
Repositories ---- 3
Staff training ---- 5
Cooperation among repositories ---- 6
Documentation of the region ---- 6

III. USE OF HISTORICAL RECORDS IN THE REGION ——— 8

Introduction ---- 8
Scholars ---- 9
Students ---- 10
Avocational Historians ---- 11
Administrators ---- 11
Other Professions ---- 11
General Public ---- 12
Genealogists ---- 12
Summary ---- 12

V. FIVE YEAR PLAN ——— 13

Purpose ---- 13
Goals and Objectives ---- 14
Timetable ---- 23
Priorities/Program Emphases ---- 24

INTRODUCTION

The Documentary Heritage Program is a statewide program that provides regionally-based advisory services to historical records programs. It is based on the findings and recommendations of the New York State Historical Records Advisory Board's assessment of the condition of historical records in New York published in the 1984 report ***Toward a Usable Past***. The program was established in September 1988 by the State Legislature. The New York Documentary Heritage Act provides for direct grants to historical records programs and cooperative projects; aid to regional advisory and assistance agencies; and aid to the central administrations of the State University of New York and City University of New York. It is administered by the State Archives and Records Administration.

The regional advisory services are provided through a statewide network of nine regional, non-profit library councils known as the 3R's (for Reference and Research Resources), which was established in the 1960's to run cooperative library programs. The Western New York Library Resources Council is based in Buffalo and serves six counties: Chautauqua, Cattaraugus, Genesee, Orleans, Niagara, and Erie. This was one of three councils to receive funding during the first year to set up an Advisory Committee and hire a Regional Archivist. (The other two were METRO, in New York City, and South Central Library Resources Council, in Ithaca.) Their first tasks were to assess regional needs, make plans, and provide initial services to historical records programs through workshops and consultations.

A preliminary report on the condition of historical records in the region was written in June by the Regional Archivist. It was based on information gathered from a short survey form, answered by 154 repositories; visits to twenty-one repositories; meetings with small groups of people who look after historical records; interviews with archivists, researchers, government-appointed historians, and administrators; responses to questions on our workshop evaluation forms; six on-site program consultations; and the collective wisdom of the Advisory Committee members.

The five-year plan presented here is based on that report, which is summarized here. Neither the report nor the plan are the final word on historical records in the region and what is needed to take better care and make better use of them. Only some of the most obvious sources of information have been used so far. Some very knowledgeable people whose opinions should help shape the program were not available when called and time did not allow for follow-up. Their views will be sought as the program continues and new insights will be incorporated. The plan will serve as a guide for the near future, but will be modified as the program develops.

PRESENT CONDITIONS

Region

The size of the region is not great (the furthest corner is less than two hours driving time from Buffalo), but it includes the second largest city in the state as well as five rural counties. The metropolitan area is home to many different ethnic groups that retain a sense of distinct identity; the headquarters of several orders of Catholic nuns; a great many cultural and artistic groups, including a remarkable number of independent community and ethnic theater groups; professional football, hockey, and baseball teams; numerous colleges; and a major university. Until recently, it was also home to a great deal of heavy industry. In the last ten years Buffalo's economy has shifted to commerce and banking and is now looking to take advantage of free trade with Canada.

The economies of the rural areas in the region are based on tourism and agriculture, including dairy frming, truck farming, and orchards. There are several reservations belonging to Seneca Indians. Some efforts are being made to use the historical resources of the region to draw tourists.

Repositories

According to the Documentary Heritage Act "Historical records may include diaries, journals, ledgers, minutes, reports, photographs, maps, drawings, blueprints, agreements, memoranda, deeds, case files, and other material. They may take any of several physical forms: parchment, paper, microfilm, cassette tape, film, videotape, computer tapes discs, and other 'machine readable' formats."

Locating all the repositories of historical records in the region will take some time, as they turn up in all sorts of organizations. So far, the DHP has concentrated on contacting those with active historical records programs, defined by the law as "Any deliberate, organized program to collect, hold, care for, and make available historical records, including identifying, appraising, arranging, describing, and referencing them and using them in exhibitions and other public and educational programs."

The mailing list presently includes: 111 historical societies (most of them local, some formed around a subject such as railroads); 60 public libraries (most of them having local history collections); 28 each of colleges/universities, museums, and religious archives; and 23 miscellaneous collections (such as institutional archives and genealogical societies). In addition, the mailing list includes 140 municipal and county historians, many of whom do not make historical

records available to researchers, but who are usually aware of any historical activity in their town. This mailing list is the only one that includes historical records custodians from all types of repositories in the region.

These repositories were located through the Historical Documents Inventory, the Western New York Association of Historical Agencies, a network of religious archivists, the newspaper publicity put out by historical records programs, and word of mouth. This last will play an increasingly important part in locating further collections, especially those still held by the organizations or businesses that created them and may still use them. Professional groups such as the local chapter of ARMA (Association of Records Managers and Administrators) may also be able to give us leads to other collections and publicity about the DHP will bring still other historical records programs to us.

The overall condition of repositories hasn't changed since the 1983 Historical Records Assessment Project found that most historical records programs don't have a written mission statement; don't have a written acquisition policy; are staffed by people with no archival training; and need more space and money. But the situation is not the same for all of them. The historical records programs in the area range from stable, relatively secure programs to marginal ones that are unlikely to last beyond the enthusiasm of one generation.

Historical records programs that exist in strong institutions that consider the program desirable or necessary for fulfilling the institutional purpose are likely to be the most successful: to have a firm administrative foundation and to employ one of the few professional archivists in the region. They may not have all the resources that they could use, but the programs are relatively stable, they follow sound archival practices, and they are often called upon to advise other repositories, formally or informally. The University Archives at SUNY at Buffalo, the Buffalo & Erie County Historical Society, the Archives at Buffalo State College, SUNY/Fredonia, and the Albright-Knox Art Gallery are prime examples of this category. Their need for additional space and staff varies, but they all contribute substantially to the history of the region not only by running strong historical records programs, but by advising others, making workshop presentations, serving on the DHP Advisory Committee, and participating in archival associations. The DHP can best serve them by publicizing the work that they do and assisting in cooperative efforts they may undertake.

There are many other historical records programs that exist in organizations that have adequate (again, never abundant) resources, including staff, but whose staff lacks expertise in archival matters. These are may need some assistance in program management (mission statements, policies, planning, etc.), but mostly need training in archival practices, such as appraisal, arrangement and description, and outreach. These have most of the basic elements of a strong program in place, but need help with specific areas, such as descriptive standards or collection policies. These are in a position to act on what they learn, andoften to spread information to other repositories. A prime example of this sort is the Genesee County Department of History.

More marginal historical records programs are those that are newly established or that exist in

organizations that have not made a commitment to support the program. These are often found in historical societies, whose limited resources may be steered into different facets of their operation - exhibits, school programs, artifacts, historical records - depending upon the interest of the trustees or staff. The LeRoy Historical Society is one whose attention to historical records has varied over the years. It needs to address the same concerns as the archives newly started at the Buffalo General Hospital: how to establish the historical records program on a sound footing so that it will outlast the current caretakers. Programs for them should concentrate on program development, including the administrative foundations; very basic archival practices; and how to make the best use of what they have.

This will necessarily involve addressing how the records are used within the organization, since there is little chance of limited resources being devoted to the records if it is not evident that they are essential to efficiently carrying out the mission of the institution. Often the trustees or administrators are the ones most in need of education about the value and uses of historical records. Given the resources and knowledge they need, many of these programs will grow into stable, lasting ones.

Staff Training

The main job of the DHP is to give the people in these repositories the information and training they need to run successful historical records programs. Of the 154 repositories responding to the DHP survey, only 30 (19%) reported having staff with with any archival training. For many of these, their only training was from workshops. There are less than ten full-time professional archivists in the region, most of them in Buffalo.

Avocational historians or volunteers who assume responsibility for a collection often don't realize the amount of work involved or the training they need. If the program doesn't have a clear mission statement, a plan, and established policies and procedures, they are apt to be guided more by personal preference than by how the program may serve researchers and its community. Other professionals who are responsible for historical records - librarians, historians, museum directors - are more likely to realize the work involved and to care about seeing that it is well done.

Opportunities to learn about archival management and practices are limited in the region. There is no graduate program in archives. The School of Information and Library Science at SUNY/AB doesn't have any courses on archives. Some library school students get on-the-job training by working in the University Archives.History majors at Buffalo State College can take a seminar in which they arrange, describe, and microfilm records of community organizations in cooperation with the Afro-American Historical Association of the Niagara Frontier. Workshops offered by various professional and historical associations are the main source of training for most of the people responsible for historical records collections. The closest meetings of archivists' associations are those of LOAC (Lake Ontario Archives Conference) and MARAC (Mid-Atlantic Region Archives Conference).

It is largely up to the DHP to give people the information and training they need to run strong, successful historical records programs. They need information and training in program management, which includes defining their mission, making plans, writing policies, and developing their resources; and archival practices, including appraisal, arrangement and description of records, working with researchers, and promoting use.

Cooperation Among Repositories

In addition, the DHP can indirectly help repositories increase their resources by publicizing the value and uses of historical records in order to increase public support for them, and by helping repositories to work cooperatively. Cooperative programs among repositories can help all of them. Probably because historical records programs exist in so many different types of institutions, and are looked after by people coming from so many different types of backgrounds, there has been no single organization that addressed all of them. There are, however, several organizations or networks that address some of them.

Professional archivists in the Buffalo area began to meet monthly during the winter of 1989, visiting each others' repositories, informally discussing their programs, and educating the Regional Archivist about the region. Representatives of the Local History Collection at SUNY/ Fredonia, Fenton Historical Society, Barker Museum, Chautauqua County Historical Society, and Dunkirk Historical Society began meeting in 1987 to discuss documentation of the county and has continued to meet several times a year to discuss historical records concerns.

Religious archivists in Erie and Niagara Counties have been meeting six times a year since 1981, thanks to Sister Martin Joseph Jones who calls the meetings, chairs them, and takes minutes. County historians call meetings of the municipal historians in their area from once to 10 times a year. Two counties also have federations of historical societies, that call meetings twice a year. WNYAHA this year held its first Historians Institute for appointed historians and historical society representatives.

Each of these gatherings offers participants a chance to get to know each other, share common concerns, and learn from each other or speakers brought in for the occasion. They may becomevehicles for cooperative projects, if given some information and support.

Documentation of the Region

Many of the historical records that document life in this region are still held by the organizations that created them - community groups, cultural groups, businesses. Some organizations use them; some store and ignore them; and some will destroy them when they turn up. A very few will approach a repository to ask what to do with them. These records are generally inaccessible for use, since few people know about them, and many are at risk of being destroyed through neglect or ignorance of their value.

Researchers often know more about the records related to their subject that are in private hands than anybody else. The efforts they have to make to locate and gain access to records discourages some researchers who might otherwise like to use them.

Relatively few repositories are actively seeking out new collections to acquire, having all they can do to look after the researchers and collections they have and that seek them out. Of the repositories that do actively collect, even fewer are trying to acquire 20th century collections. The size and complexity of such collections make them difficult to handle and most local history collections, especially, lack staff with the appraisal skills to evaluate them. The problem is ignored, in many cases, as those collections are quietly abandoned or destroyed, while repositories take in those that are brought to their doors. Without widespread public knowledge of their value to protect them, many collections of 20th century records are being destroyed.

In 1987 under the New York Historical Records Development Project several groups met to field test a proposed strategy for documenting the region. In the course of their discussions they decided that 19th century activities in the region were well documented, but that there is insignificant documentation in area repositories of 20th century life. They also decided that it was neither possible nor desirable to plan a documentation strategy for the entire region. Being artificially defined, there is no regional identity to document or to delimit the scope of the proposed documentation. Documenting all aspects of life in the region is not realistic and not necessary given that some aspects of it are well documented elsewhere. They did agree that the idea of pursuing a documentation strategy for a specific facet of life in the region, in cooperation with efforts on that topic elsewhere, would be worth exploring.

For instance, heavy industry used to dominate the Buffalo area and shaped not only people's lives but many of the civic and social structures. With so many of the companies shutting down their operations, moving, or being sold to corporations with headquarters elsewhere, their records - essential for documenting 20th centuryErie County - are being lost. If the records happen to be left behind instead of destroyed, they are still large collections, costly to house and to process.

Along with the industry, many of the potential resources for looking after those collections were lost. Given the limited resources available to care for the region's historical records, it is essential to encourage the agencies that have created historical records to look after them whenever possible and to give them the information and skills they'll need.

This problem is not confined to Buffalo, however, nor to the records of industry. Concern about erratic documentation has been expressed by archivists, scholars, and avocational historians, who have made various attempts to address the problem.

Several historical societies have been formed in recent years to document different population groups or ethnic neighborhoods in the region. The Afro-American Historical Association of the Niagara Frontier has been the most innovative in both preservation and use of its collections:

microfilming collections and leaving the originals in place with their creators; encouraging use of its own and other collections by teaching people how to use them; and providing outlets for research - a quarterly publication and a lecture at their annual dinner.

The Industrial Heritage Committee in Buffalo, while not presently collecting historical records, has done some investigating. For instance, members inquired about the records of a local flour mill of some importance, only to find that when the company was bought by a multi-national corporation all the local records were destroyed. The group includes scholars, historic preservations, and avocational historians. Their focus has been on public programs, such as boat and walking tours of Buffalo's industrial areas.

Several surveys of records in private hands have been done over the years. The Buffalo Community Studies Group did a survey of women's organizations in Buffalo, for instance, in 1978 to find out what historical records they held. The Buffalo & Erie County Historical Society is presently doing a survey of local labor union records as part of the Harry Van Arsdale, Jr. Labor History Project.

A collective effort on the part of researchers, archivists, and the organizations that have created records is needed to see that those that do the best job of illuminating the region's past - especially its recent past - are preserved for use.

USE OF HISTORICAL RECORDS

Researchers are essential to historical records programs in more ways than the straightforward one of fulfilling their mission to see that their records are used. Researchers serve as advocates for historical records programs; they serve as a link between individual repositories and other agencies holding records on the subjects of their research; and with their expertise they can appraise collections that may be beyond the knowledge of an archivist. With their interest in historical records as the common ground, repositories and researchers should be looking for new ways to help each other.

Repositories have a dual, and sometimes contradictory, mission of making material available for current use and preserving it for future use. Each repository strikes its own balance between the two, but without the support of present-day users and people who value historical records, they are unlikely to receive enough resources from their parent institutions or outsiders to fulfill their mission.

History has probably never been more popular in the United States, but it is an untutored interest: few people learn in school how to do historical research. Researchers have varying skills and are looking for various types of information, but most need the assistance of an archivist not just for access to collections, but for direction to the type of documents they need and for interpretation of the documents they use.

Repositories have responded cautiously to this public interest, with some providing leadership and direction to untrained researchers and others begrudging the time and resources required to serve them. One researcher has described the stages of learning to use historical records as excitement at discovering what they contain; frustration and bewilderment when trying to gain access to them at a different repository; and eventual resignation to having to figure out a new system at each place they visit.

Only the historical societies recently formed around specific subjects seem to be researcher-driven, since the organizations were formed to collect endangered records that the members would like to use. Members of older organizations may have more diverse interests. Many repositories have not defined the audience they want to serve. Few repositories other than those with professional staff or government-appointed historians keep track of who uses their collections.

In order to cultivate researchers, repositories need to define the audience that will help to fulfill their mission; assess their skills; and plan how best to educate and serve them. For instance, those organizations committed to promoting localhistory, might publish research; they might encourage historic preservation efforts in their town by training people who want to research the history of their houses. They might enlist as volunteers those people who prefer compiling facts to interpreting them.

There is presently no local forum disseminating the results of research on the history of the region. The Buffalo and Erie County Historical Society no longer publishes a journal and there is no conference for local historians to present their recent work. A Buffalo Community Studies group, consisting mostly of people connected with the University, which was active in the late 1970's and has recently been revived, might cooperate in providing such a forum for the Buffalo area. This is the only group that brings archivists and researchers together. The Afro-American Historical Association of the Niagara Frontier publishes a journal that solicits articles on the history of African-Americans in the state.

Just as researchers are an essential part of historical records programs, their perceptions are essential to the DHP. They are the ones who can say how well repositories are fulfilling their mission of making records available and who know where else historical records may be found. Researchers may also identify model programs for other repositories to emulate.

The following random observations about different types of researchers may help to start a more methodical effort to see historical records and archival programs from their point of view.

Scholars

Historians and other scholars are generally considered the most desirable users of a repository. Since they are experienced, they are often easier to serve than those who must be taught how a repository works and what standard procedures are. They know what to expect. The rewards are also greater, in the form of new knowledge for repository staff and prestige for the collection.

Archaeologists and architectural historians tend to be looking for information tied to a specific site, so they go to the collections found in that town or area. Historians often do not research their topic by locale, so are looking for any collections that relate to their interests. They are most apt to find collections they want to use through citations in publications and discussions with colleagues.

Their academic training does not necessarily include how to do research in historical records, even if they are historians.

Students

Historical records cannot be understood or interpreted without some understanding of their original purpose and the context in which they were created. This knowledge can be built gradually throughout the schools so that eventually the general public may understand, at the least, where history comes from.Documents can be used to introduce students to concepts, to convey specific knowledge, and to practice skills. Children are usually thrilled with anything old, including documents. It is up to teachers and historians or archivists to determine what the children should learn from them and how.

Elementary school students are most likely to be introduced to historical records in the fourth grade, because of the state-mandated requirement that they study local history. Because most teachers have no training in the use of historical records or artifacts and little knowledge of local history, they are happy to work with historical societies, museums, municipal/county historians who can help them. Some of these develop programs of their own which are offered to the schools as kits; others work with teachers on individual units. The museum staff responsible for education may learn through museum organizations about the use of artifacts with children, but may not know how to use documents. Schoolchildren can often learn a great deal from a single document, well-interpreted.

High school students learning to do research use secondary sources, but can profit from a discussion of primary sources and the difference between libraries and archives. This is a good time to introduce them to the procedures for working in an archives, even if they are using secondary sources, such as a vertical file and published histories. The same organizations that have successful elementary school programs report difficulty working with high school classes. The teachers don't have time to help develop programs and the short class periods preclude bringing groups of students to a repository during school hours. Copies of documents could be used in the classroom, if integrated into the curriculum, but in order to do that, teachers would have to cooperate in the planning.

College students who major in history are also dependent on their teachers to introduce them to the use of historical records. Few students will choose to research local topics on their own, preferring large topics, like Watergate and the Vietnam War, which rely on published, even if primary, sources. The professors' incentive to acquaint them with using local resources depends on the professors' research interests and on their relationships with local repositories. Difficul-

ties the professors encounter in working with repositories include the reluctance of some local groups to make collections accessible to students and insufficient staffing to accommodate students with limited time.

They need a fair amount of help interpreting the documents they use, help that may be available from their professors. Repositories also have to teach them how to handle materials; the procedures for locating material that may be of use to them (if their professors haven't sent them to specific collections); and sometimes must help them understand the local context in which thedocuments were created or used. In return, the students should give the repositories copies of the papers they write. They may give insights into a previously-ignored facet of local history; they may guide future researchers; and they may give repository staff ideas for public programs.

Avocational Historians

Their skills vary, but they share a large measure of enthusiasm. Many are self-taught, having developed an interest in history outside of school, and are trained in research skills in part by the repositories they use. However their interest is sparked, the assistance they get in pursuing it will make a big difference to how it develops. They may return significant contributions of time and knowledge of particular subjects, becoming faithful volunteers. Many of them write up the results of their research, in the form of articles, monographs, or research papers that stay in the repository files. If their interest is not local,they're often in touch with networks of people who share the interest - in railroads, canals, bridges, industrial history, and so forth. They are likely to want detailed information, as they work in depth in one area, but any details about their subject are welcome. One of the contributions they may make as volunteers is indexing or describing records in their subject area.

Administrators

When the focus of a collection is an institutional archives, it is largely used by, or on behalf of, the administration of the institution. Frequently a question or problem is relayed to the archives staff who research the question themselves. The results may be used in policy-making, to settle legal questions, and in public relations.

Other Professions

Lawyers, reporters, teachers and other professionals use historical records on occasion, often to answer specific questions. They usually have no training in how to use records, and because their primary purpose is not historical, they are apt to be frustrated by the length of time it takes to find information, sometimes deciding the project is not worth doing.

In return, they are apt to frustrate archivists, who would like to be helpful but cannot always meet the demands, especially when the researchers are unwilling to explain the questions they are trying to answer. Both are best satisfied when they take time to learn how the other works, what they want, and can understand the needs and constraints the other faces. Lawyers are most

likely to use maps and documents; media representatives to use photographs and other images and secondary source material that summarizes information on their topic; and teachers to want sources their students can use.

General Public

Assorted members of the general public are apt to come in looking for information on specific topics. Looking up thehistory of houses is becoming more and more popular and bringing people in to local history repositories. Newspapers, scrapbooks, and business directories are among their most-used items. The anniversary of a church or organzation usually sends someone looking for material about its history. Businesses sometimes like to use old photographs for advertising.

Many members of the general public know just what information they want, but have little idea how to go about finding it. They're very dependent on whatever assistance the repository can provide in guiding them to likely sources and helping them interpret what they find.

Genealogists

This group probably makes up the largest number of people using historical records in the region. Their skills vary widely, but they all want names of individuals and dates associated with events in those people's lives. They search geographically, identifying as closely as they can the places where their ancestors lived, then seeking very specific information on individuals within the family. Detailed indexes to any collections that contain names are of interest to them. Many of them do not live in the area, visiting or writing from out of state.

They most often contact local history collections (and local governments), but as they are interested in any records likely to contain names and dates, they also account for many if not most of the outside inquiries to religious archives and may use any sort of repository holding records that may include mention of their family. Because their skills vary widely, so does the amount of assistance they need. Some repositories are able to call on local genealogy enthusiasts to assist researchers and answer inquiries.

The results of genealogical research are usually compilations of names and dates, with occasional anecdotes, of limited interest to those outside the family. Repositories need to consider this audience like others - how can it help fulfill the repository's mission? Genealogists might be encouraged to expand their interest from names and dates to family history and to share the genealogies they compile in a form that is useful to others.

Summary

Researchers are historical records programs' biggest untapped resource. They care about historical records, they're knowledgable, and they're usually looking for ways to share what they learn from historical records.

FIVE YEAR PLAN

PURPOSE

To see that historical records important for documenting Western New York are safely held by strong and stable organizations and institutions and are used effectively by researchers for various purposes that are successfully communicated to specific audiences and the public.

GOALS

The identification and retention of historical records of importance to the region.

The development of existing and new archival programs that will ensure the long-term preservation and use of historical records in organizations that create or collect them.

The effective use of historical records for various purposes, including education, entertainment, administration, historic preservation, and historical research.

The growth of public awareness, appreciation, and support of historical records and the uses that can be made of them.

The continuation of the Documentary Heritage Program in Western New York in order to effectively pursue the above goals.

STRATEGY

In order to effectively pursue its goals, the Documentary Heritage Program must work with people who have varying interests in historical records: those who look after them, those who use them, those who hold them, and those who benefit from them.

Repositories that collect historical records, researchers who use them, creating agencies (i.e. community groups, businesses) that hold their own historical records, and the public will each be the focus of the Documentary Heritage Program in turn. With each group, a similar process will be followed: finding out who they are, how well they are able to use or care for the historical records that concern them, what help they need, and what help they can give others. Based on the assessed needs and drawing, when possible, on the resources available in the region, the Documentary Heritage Program will work with historical records programs to provide educational opportunities and information through workshops, the newsletter, consultations, and referrals; to encourage cooperative efforts by putting people with similar interests in touch with each other, by sharing information about other, cooperative projects, and by providing occasional office support; and to publicize the value and use of historical records in the region.

GOAL I.

THE IDENTIFICATION AND RETENTION OF HISTORICAL RECORDS OF IMPORTANCE TO THE REGION.

Strategy: Use the combined expertise of archivists, subject specialists, historians and records creators to locate, appraise, and encourage the retention of historical records in the region.

Objective A: To locate historical records still held by the institutions and organizations that created them.

Activities:

Identify researchers with specialized knowledge of historical records in the region.

Gather people with knowledge of particular facets of life in the region to identify corporations, institutions, and organizations that have played important roles in the development of the region or whose records would document the experience of various groupings of people.

Send the identified organizations a brief (one page) survey asking if they do indeed have historical records; the quantity and types of historical records they hold; the name of the person who looks after or is responsible for them; whether they would like to receive information or attend programs about caring for and using historical records.

Have knowledgeable people decide which non-respondents are worth pursuing (based on likely importance of their records and likelihood of finding a person within the organization willing to deal with them) and provide contacts to open communication with them.

Objective B: To encourage creating institutions and organizations to preserve their historical records.

Activities:

Publicize the finding of significant collections still in the hands of their creators, if holders of the records agree, through newspaper stories and public programs so that more people recognize their importance.

Visit some of the institutions that responded to the survey of non-historical agencies to find out how well the survey reflects their holdings and interest and to gather information on the needs of those agencies.

Provide opportunities for those with similar collections or institutions to meet and discuss common concerns.

Develop programs to educate those who look after historical records in non-historical agencies about their care, value, and use and to stimulate among them an ethic of service and accessibility (both intellectual and physical).

Use successful institutional archives as models for similar institutions. Try to discover the common elements and circumstances that lead to establishment and continued operation of a successful institutional archives.

Investigate ways other than setting up a full-scale archives for institutions that create records to preserve and make available their records, without shifting all the responsibilities and costs to collecting institutions. (For instance, giving a collecting institution a substantial endowment to

pay for it to house and staff the archives; storing them in a commercial archives, while paying a collecting institution to service them.) Gather information about cooperative arrangements used elsewhere and what has and hasn't worked well.

Examine the possibility of setting up a cooperative technical services operation to process and microfilm records.

Objective C: To help collecting agencies as well as records creators determine which records are worth preserving.

Activities:

Develop a list of historians, archivists, and subject specialists who are willing to serve as consultants to non-collecting agencies to help them draw up policies and procedures and to help them appraise their records.

Provide training in archival appraisal and collection development to historical records programs.

Objective D: To promote the development of coordinated and cooperative collecting strategies to see that the region's history is well documented.

Activities:

Through the DHP newsletter share information about repositories' acquisitions that may be of interest to others in the region or that typify their collecting policies.

Develop a strategy for documenting heavy industry in Erie County.

Assess interest in developing strategies for documenting some aspect of life in the region's rural counties.

GOAL II.

THE DEVELOPMENT OF EXISTING AND NEW ARCHIVAL PROGRAMS THAT WILL ENSURE THE LONG-TERM PRESERVATION AND USE OF HISTORICAL RECORDS IN ORGANIZATIONS THAT CREATE OR COLLECT THEM.

Strategy: Because many of the people who are responsible for historical records in the region do not have the expertise to make informed decisions about their appraisal, preservation, and use, the primary goal of the DHP is to build a common language and base of knowledge among them. Workshops, on-site consultations, a newsletter, a lending library, and referrals to other

sources will all be used.

An annual workshop on basic administration of historical records will explain the principles that guide archivists and the procedures they commonly use, along with the reasons behind them and factors to consider when deviating from them. The material to be covered is outlined in the State Archives and Records Administration's brochure "Basic Elements of Historical Records Programs." The workshops will be tailored to whatever audience is the focus of other DHP activities that year (i.e. cultural organizations, businesses).

A series of workshops over the course of several years will provide more advanced training. They will be aimed at people who are ready to make use of the information and will disseminate it to others. The costs of workshops will be kept low to encourage widespread participation in them. People within the region and from outside it will both be asked to lead workshops, some of which may be co-sponsored by other organizations.

Because the resources of repositories within the region are limited, cooperation among them will be encouraged to make the most efficient use of those resources, including staff expertise. The DHP will provide opportunities for people with similar interests to share ideas, experience, and expertise and will assist with cooperative projects.

Objective A: To provide basic training in archival principles and practices to all those looking after historical records in the region who want it and to provide opportunities for more advanced and more specialized training.

Activities:

Put out a quarterly newsletter to include basic language and information.

Each year hold at least one workshop on basic management of historical records.

When several people in an area are starting to implement the MARC/AMC format, set up a regular meeting schedule to share information, discuss problems, and educate the Regional Archivist about issues and practices that will need to be conveyed to those planning a statewide database and to other archivists as they begin to use MARC.

Develop a series of workshops over the course of five years that progressively builds the knowledge of those who look after historical records, including ones on:

Appraisal and Collection Development
Using the MARC/AMC Format
Management of Photograph Collections
Reference and Access
Exhibits, Outreach, and Public Programs
Documentation Strategy
Fundraising
Interpreting Historical Records

Develop a course on basic archival principles and practices that can be given at community colleges for volunteer archivists.

Objective B: To increase the number of professional archivists in the region.

Activities:

Encourage existing repositories to offer archival internships.

Encourage a local institution of higher learning to develop a masters degree program in archives, local history, and records management.

Objective C: To help repositories make the most efficient use of the resources they have.

Activities:

Inform them about cooperative activities that have been successful elsewhere.

Inform them of other repositories with similar interests and/or problems with whom they might cooperate.

Facilitate cooperative groups by providing some office support for them (i.e. the Buffalo archivists roundtable).

Teach low cost techniques for doing their work.

Do on-site consultations aimed at strengthening programs.

Develop a list of consultants with expertise in various areas of archival work.

Examine the feasibility of and interest in cooperative technical services and storage space.

Examine the possibility of hiring a second DHP archivist to act as a circuit archivist, assisting repositories in handling their collections.

Objective D: To help repositories increase their resources.

Activities:

Hold a workshop on fundraising.

Provide joint publicity that may help to increase public support.

Find a way to educate trustees and administrators of organizations that hold historical records about their value and needs.

Provide information on funding sources.

Encourage repositories to make presentations on local history to community groups.

GOAL III.

THE EFFECTIVE USE OF HISTORICAL RECORDS FOR VARIOUS PURPOSES, INCLUDING EDUCATION, ENTERTAINMENT, ADMINISTRATION, HISTORIC PRESERVATION, AND HISTORICAL RESEARCH.

Strategy: Promote communication between researchers and repositories.

Objective A: To make information on the location of historical records in the region available to those who will use them.

Activities:

Include in the Documentary Heritage Program newsletter notices of researchers looking for information.

Encourage repositories to make every effort (including the use of microfilm and photocopies) to make their collections available to all who want to use them, including the physically handicapped.

Through discussion with small groups of archivists, librarians, researchers, and others who look after and use historical records decide how a statewide database of historical records could best serve this region. Convey those findings to SARA for use in design of the database.

Through such discussion also determine the best way to add information from the region to such a database, considering such methods as centralized cataloging through WNYLRC from information supplied by repositories; surveyors gathering information at repositories and bringing it back to a regional office, such as WNYLRC; repositories each adding their own records to the database.

Educate those responsible for describing historical records about the MARC/AMC format and descriptive standards, so that their information can be readily shared.

Update the Buffalo Community Studies directory of scholars doing research in Western New York.

Objective B: To encourage the development of programs that make effective use of historical records in various ways and publicize them to other repositories.

Activities:

Identify through a user survey, discussion, and reputation repositories that have successful programs working with particular audiences. Try to determine what they have in common and what can be transferred to or copied by other repositories.

Share information about successful programs with other repositories through the DHP newsletter and programs.

Develop programs for organizational historians (e.g. the Junior League) teaching them how to use their historical records effectively for developing their mission statement, membership, administration, and public relations.

Share information about strong historical records programs for particular audiences (e.g. school children) with other members of that audience through their newsletters and programs.

Objective C: To find out how repositories can better meet the needs of those who would like to use historical records.

Activities:

Conduct a survey of users of historical records to find out how well repositories serve them and what areas frustrate researchers.

Conduct interviews with researchers representing a variety of interests (i.e. historic preservation, archaeology, academic history, local history, etc.) to gather further information about their research experience, what they would like repositories to do differently, and ways they feel they can assist repositories.

Objective D: To help researchers receive appropriate training for their interests.

Activities:

Ask the Buffalo archivists roundtable to meet with a panel of researchers (e.g. reporter, public relations people) to learn more about how they work and what they need from archives. Work together to develop programs to teach others in those professions how to make the best use of archives and to teach archives how to serve them.

Encourage repository staff to make presentations to special interest groups (such as historic preservation groups) informing them of the historical records available to research their interests and how to interpret them.

Encourage repositories to hold public programs (e.g. lectures, exhibits) presenting the results of research done in their collections.

Encourage repositories to work with professors in local colleges to train students to do research in historical records.

GOAL IV.

THE GROWTH OF PUBLIC AWARENESS, APPRECIATION, AND SUPPORT OF HISTORICAL RECORDS AND THE USES THAT CAN BE MADE OF THEM.

Objective A: To find out how historical records are being used in the region, by whom and for whom.

Activities:

Conduct a survey of users of historical records to find out who they are, for what purposes they are doing research, and how their findings will be shared.

Ask Advisory Committee members to report on research being done in their repositories or by researchers they know.

Objective B: To publicize the value and uses of historical records.

Activities:

Draw up a list of print, t.v., and radio media in the area to which press releases and calendar notices of archives events may be sent.

Coordinate the celebration of Archives Week in the region encouraging repositories to host events.

Develop and publicize a list of speakers on historical records topics who can speak to a variety of audiences.

Look for public display spaces around the region in which archivists could place changing exhibits.

Develop programs to train those working with historical records in outreach skills.

Provide public recognition of people and programs who are using historical records effectively for various purposes.

GOAL V.

THE CONTINUATION OF THE DOCUMENTARY HERITAGE PROGRAM IN WESTERN NEW YORK IN ORDER TO EFFECTIVELY PURSUE THE ABOVE GOALS.

Objective A: Evaluate the effectiveness of the Documentary Heritage Program in pursuing its goals.

Activities:

Send a follow-up questionnaire to people who participated in workshops and to repositories that received on-site consultations to see if DHP programs were effective in helping the repositories improve thier programs.

Objective B: Pursue stable, reliable funding for the Documentary Heritage Program.

Activities:

Lobby the State Legislature for continued funding.

Submit an annual report and work plan to the State Archives and Records Administration.

Publicize Documentary Heritage Program activities locally.

TIMETABLE

Annual Activities

- Present a workshop on basic administration of historical records.
- Present workshops on two other aspects of archival work, one of them about working with historical records and one about working with the public.
- Put out a quarterly newsletter.
- Carry out on-site program consultations using the self-study guide Strengthening New York's Historical Records Programs with six repositories.
- Disseminate current archival literature through a lending library and photocopies.
- Refer inquiries to other sources of information.
- Maintain a current directory of scholars doing research in historical records in Western New York.
- Locate further collections of historical records.
- Provide opportunities for people with similar collections or interests in historical records to meet and discuss common concerns.
- Spread information about successful cooperative programs.
- Coordinate the celebration of Archives Week in Western New York.
- Lobby the State Legislature for continued funding.
- Publicize DHP activities and historical records developments in the region. Encourage repositories to publicize their historical records collections and the ways they are used.
- Submit an annual report and plan of work to the State Archives and Records Administra tion.

PRIORITIES/PROGRAM EMPHASES

Year One

- For Repositories: description of records and development of databases; and exhibits and outreach.
- New audience to get to know: researchers. How do they see historical records in the region. What are they working on?
- Archives Week theme: Who uses historical records.

Year Two

- For Repositories: appraisal and collection development; and interpreting historical records.
- New Audience: cultural and civic groups holding historical records they created.
- Archives Week theme: records and history of cultural groups.

Year Three

- For Repositories: photographs and fundraising.
- New Audience: business and industries holding historical records they created.
- Archives Week theme: history and records of industry and businesses.

Year Four

- New Audience: political and civic groups holding historical records they created.
- Archives Week theme: Public benefits of historical records.

Year Five

- Bringing them all together. New cooperative programs.

DHP LENDING LIBRARY
180 OAK STREET
BUFFALO, NY 14203
716/852-3844

The DHP Lending Library consists of books, serial publications, articles, cassettes and videos. Materials may be borrowed for three weeks at time (and two week renewals on request). To borrow items from the Lending Library simply contact the DHP office (you can call, write, or stop in), and indicate the items(s) you would like to borrow.

The items will be mailed to you directly, along with 2 copies of a loan form. Sign and date one copy of the loan form and return it to the DHP office. The materials must be returned (by mail or in person) to the DHP office three weeks from the date on the loan form.

The Lending Library List is updated periodically. If you would like an updated list, or have any questions, please contact the DHP office.

*Some annotated bibliographies contain descriptions of resources available through the DHP Lending Library. An " * " follows items described in BL.08 and " ** " for items described in BL.01.*

ADMINISTRATION (AG) Publications include information relating to starting and managing archives; establishing administrative policies for acquisitions, collection management, preservation, and access policies; sample forms; standard language and practices in archives administration; and developing/prioritizing legal, financial, and personnel procedures to be employed in institutions with archives.

"**Managing Archives and Archival Institutions,**" Gregory Bradsher, Ed., 1988, 304 pgs. **(AG.01)*, **** 2 copies

"**Acquisition and Accessioning Policies for Archives,**" Fall 1990 DHP Workshop Folder. **(AG.02)**

"**Archival Forms Manual,**" Society of American Archivists (SAA), 1982 145 pgs. **(AG.03)****

"**Constitutional Issues and Archives,**" MARAC, 1988, Mary Boccaccio, 81 pgs. **(AG.04)****

"**Local Historical Records: Programs for Historical Agencies,**" AASLH Tech. leaflet 121, B. Dearstyne, 1979, 8 pgs. **(AG.05)**

"**A Guide to The Care and Administration of Manuscripts,**" Lucile M. Kane, AASLH, 1988, 74 pgs. **(AG.07)**

"**Management of Archives & Manuscripts Collections for Librarians,**" SAA, Richard H. Lytle, Ed., 1990, 123 pgs. **(AG.08)***

"**Archives Assessment and Planning Workbook,**" SAA, Paul H. McCarthy, Ed., 1989, 86 pgs. **(AG.09)*** 2 copies

"**Keeping Archives,**" Australian Society of Archivist, Inc., Ann Pederson, Ed., 1987, 374 pgs. **(AG.10)*, **** 2 copies

"**Problems in Archives Kits: Starting an Archives,**" SAA, 1980 tape cassettes & articles. **(AG.11)**

"**Strengthening New York's Historical Records Programs: A Self-Study Guide,**" NYS Archives & Records Admin, 1989, 157 pgs. **(AG.12)*, ****

"**Archives and Manuscripts: Reference and Access,**" SAA, Sue E. Holbert, 1977, 30 pgs. **(AG.13)****

"**Archives and Manuscripts: Law,**" SAA, Gary M. Peterson & Trudy Huskamp Peterson, 1985 **(AG.14)*, ****

"**Planning for Archival Programs: An Introduction,**" MARAC Tech. leaflet, #3, Bruce W. Dearstyne, 7 pgs. **(AG.15)**

"**Computing the Total Cost of Archival Processing,**" MARAC Tech. leaflet #2, Thomas Wilsted, 1989, 8 pgs. **(AG.17)**

"**An Introduction to Archives & Manuscripts,**" Professional Development Series, Vol.2, Special Libraries Assoc., NY, David B. Gracy II, 35 pgs. **(AG.18)****

"**Evaluation of Archival Institutions: Services, Principles & Guide to Self-Study,**" SAA, Dept. of Task Force on Institutional Evaluation, 44 pgs. **(AG.20)****

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BEST COPY AVAILABLE

"**Using, Managing, & Preserving the Records of Your Historical Organization,**" James Summerville, AASLH Tech. Report #9, 1986, 12 pgs. **(AG.23)**

"**Caring for Historical Records: An Introduction - Workshop Outlines & Resource Materials,**" New England Archival Education Project, Julie P. Bressor, 1988, 77 pgs. **(AG.24)**

"**Basic Archival Workshop Exercises,**" SAA, Trudy Huskamp Peterson, 1982, 86 pgs. **(AG.25)** 2 copies

"**Collections Management Procedures,**" Western NY Assoc. of Historical Agencies, Jan Guldbeck, 12 pgs. **(AG.27)** 2 copies

"**National Parks Service's Conserve-O-Grams,**" (Subtopics -- Collection Management; Security, Fire, & Safety; Agents of Deterioration; General Storage Conditions; Ethnology; Archeological Museum Specimens; Furniture & Wood; Ceramics; Skin Products/Leather; Metals; Natural History; Paintings; Paper; Photographs; Stone; Textiles; Packing & Shipping; Glass; Miscellaneous Materials; Museum Exhibits; Archival Collections & Rare Books) approx. 160 pgs. **(AG.28)**

"**Guidelines for Archives & Manuscript Repositories,**" MARAC #2, 1983, 24 pgs. **(AG.29)****

"**Documentation Practices in Historical Collections,**" AASLH Tech. leaflet, 1991, 12 pgs.**(AG.30)**

"**Tax Issues For Exempt Organizations-A Primer,**" Jenner & Block, 1989, 30 pgs. **(AG.31)**

"**Managing Archival and Manuscript Repositories,**" SAA, Thomas Wilsted & William Nolte, 1991, 105 pgs. **(AG.32)**** 2 copies

"**Developing Collecting & Acquisition Policies in Small Archives,**" DHP 11/4/91 workshop folder, **(AG.34)**

Library of Congress Copyright Information Circulars; **(AG35)**

-- Circl. 1 - "**Copyright Basics,**" 11 pgs.**(AG.35a)**
-- Circl. 2 - "**Publications on Copyright,**" 12 pgs.**(AG.35b)**
-- Circl. 6 - "**Obtaining Copies of Copyright Office Records and Deposits,**" 4 pgs.**(AG.35c)**
-- Circl. 15a - "**Duration of Copyright,**" 4 pgs.**(AG.35d)** 2 copies
-- Circl. 22 - "**How to Investigate the Copyright Status of a Work,**" 12 pgs.**(AG.35e)**

"**A Primer for Local Historical Societies,**" Laurence R. Pizer, 1991, 122 pgs. **(AG.36)**

"**Developing, Collecting and Acquisition Policies in Small Archives,**" Fall 1991 DHP Workshop Folder **(AG.37)**** 2 copies

"**Archives in the Big Picture: Managing Archival Collections in the History Museum,**" (draft), P. J. Eisloeffel, 1991, 62 pgs. **(AG.38)**

APPRAISAL & ACCESSIONING ***(AA)*** ***Publications include information on evaluating archival source material to determine and select records with permanent, temporary, or no value. Also, how to establish physical, legal, and intellectual control over records selected for accessioning.***

"**A Handbook of Techniques and Examples - A Report of the Committee on Finding Aids. Inventories & Registers:,**" SAA, 1976, 36 pgs. **(AA.01)**

"**Archives and Manuscripts: Appraisal and Accessioning,**" SAA, Maynard J. Brichford, 1977, 24 pgs. **(AA.02)****

"**Archives and Manuscripts: Surveys,**" SAA, John A. Fleckner, 1977, 29 pgs. **(AA.03)****

"**Appraising Archival Records,**" Society of American Archivists, 1989, (6 articles on appraising plus glossary) 96 pgs. **(AA.04)**

"**Archival Choices,**" Lexington Books, Nancy Peace, 1986, (focus on appraisal of contemporary records) 163 pgs. **(AA.05)****

"**Intrinsic Value of Archival Material,**" NARS, Staff Information, Paper 21, 1982, 6 pgs. **(AA.06)****

"**The Preparation of Inventories,**" NARS, Staff Information Paper 14, 1982, 22 pgs. **(AA.07)**

"**Accessioning and Cataloging Museum Collections,**" Maine State Museum, 1990, 79 pgs. **(AA.08)**

"**Manuscript Collections: Initial Procedures & Policies.**" AASLH Tech leaflet 131, D. Hoober, 1980, 12 pgs. **(AA.09)****

ARRANGEMENT & DESCRIPTION ***(AD)*** *Publications include specific information pertaining to methodologies employed in arranging and describing historical records; the physical and intellectual processes of sorting, categorizing, and documenting the form and content of collections; and basic steps in creating finding aids for internal administration and public access to holdings.*

Problems in Archives Kits: "**The Lone Arranger,**" SAA, 1983, (tape cassettes & articles) **(AD.01)**

"**Archives & Manuscripts: Arrangement & Description,**" SAA, David B. Gracy II, 1977, 40 pgs. **(AD.02)****

"**Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, & Manuscript Libraries,**" Steven L. Hensen, SAA, 1989, 196 pgs. **(AD.03)*, ****

"**Arrangement,**" Spring 1990, DHP Workshop Folder **(AD.04)**

"**Description,**" Spring 1990, DHP Workshop Folder **(AD.05)**

"**Guidelines for Arrangement and Description of Archives and Manuscripts,**" Kathleen Roe, SARA, 1990, 45 pgs. **(AD.06)***

"**Capitalization of Data in the Paris System,**" Canadian Heritage Information Network, 15 pgs. **(AD.07)**

"**Using the MARC-AMC Format for Archival Description,**" DHP Workshop Folder **(AD.08)**

"**Arranging and Describing Archives and Manuscripts,**" SAA, Fredric M. Miller, 1990, 131 pgs. **(AD.09)*, **** 2 copies

**** see also "Automation" (AT) for MARC-AMC collections descriptions***

AUDIO ***(AU)*** *Publications include information on sound and audiovisual programs for and by archives/archivists; standard language and practices relating to programs, preparation, equipment, preservation, and access to audio collections and their relation to other record formats in an historical records program.*

(Refer to section on back issues and to DHP free-of-charge literature)

AUTOMATION ***(AT)*** *Publications include descriptions of records on machine-readable formats; impact of automation on management and use of historical records; and computer applications in the archival profession.*

"**MARC for Archives and Manuscripts: A Compendium of Practice,**" The State Historical Society of Wisconsin, Max J. Evans & Lisa B. Weber, 1985 **(AT.01)**

"**MARC for Archives and Manuscripts: An Introduction to Automated Access,**" SAA, H Thomas Hickerson, 1981, 60 pgs. **(AT.02)**

"**Archivists and Manuscripts: Machine Readable Records,**" SAA (BMS), Margaret L. Hedstrom, 1984, 71 pgs. **(AT.03)****

"**Managing Historical Data: The Report of the Common Agenda Task Force,**" AASLH Tech. Report #3, James R. Blackaby, Sept/Oct 1989, 16 pgs. **(AT.04)**

"**Understanding the RFP,**" AASLH, Technical Leaflet #177, July/Aug 1991, 6 pgs. **(AT.05)**

"Select Readings in Laser Disk Imaging," (AT.06)

1. "The Laser Disk: A Practicum on Effective Image Management," Richard F. Myers, NARA, 9 pgs.
2. "Our Agricultural Landscape: Improving Image Preservation and End-User Image Access Through Laser Disk Technology," Alan Fusonie, US Dept of Agriculture & Richard Myers, NARA, 10 pgs.
3. "Electronic Imaging in A Comprehensive Program of Photographic Preservation," Jim Wallace, Smithsonian Institution, 6 pgs.
4. "National Gallery of Art Videodisc: Origins, Development, & Expectations," Ruth R. Perlin, National Gallery of Art, 6 pgs.
5. "SPIE/IS&T Symposium on Electronic Imaging Science and Technology," 2-3/91, 1 pg.

"Automated Records and Techniques in Archives," A Resource Directory, SAA, Marion Matters, 1990, 75 pgs. (AT.07)

BIBLIOGRAPHIES *(BL) Publications and lists for functional and topical resources in archives.*

"Archives and Manuscripts Administration: A Basic Annotated Bibliography," Richard J. Cox, AASLH Tech. Report #14, 1987, 36 pgs. (BL.01)

"Bibliography on Disasters, Disaster Preparedness and Disaster Recovery," Toby Murray, Univ. of Tulsa Preservation Officer, 1/90, 57 pgs. (BL.02)

"Disaster Planning Bibliography," Compiled by Lida Holland Churchville & Catherine Hale, Archives Library Information Center (ALIC) Bibliographies, 7/90, 22 pgs. (BL.03)

"ALIC Acquisitions List Covering The Period 4/1/90-9/30/90," Lida Holland Churchville, Archives Library Information Ctr., NARA, 48 pgs. (BL.04a)

-- "List of Journals in the NARA Library - 1990," 3 pgs. (BL.04b)
-- "ALIC Acquisitions List Covering The Period 10/1/90-9/30/91," Lida Holland Churchville, Archives Information Ctr., NARA, 52 pgs. (BL.04c)
-- "ALIC Acquisitions List Indexes: 1. Author and Sponsor Index, 2. Title Index, 3. Subject Index," October 1991, 13 pgs. (BL.04d)
-- "CIDS Bibliography," October 1991, 8 pgs. (BL.04e)
-- "Understanding Users and Use," October 1991, 11 pgs. (BL.04f)

"Audiovisual Programs Related To Preservation: A Mediagraphy," Joseph W Palmer, School of Info. & Library Studies, SUNY/Buffalo, 1/91, 25 pgs. (BL.05)

"Management of Electronic Records," Archives Library Information Center Bibliographies - 5, 1991, 23 pgs. (BL.06)

"Books for Writers Doing Historical Research," Bflo/Erie Co. Public Library, History & Government Dept., 1991, 1 pg. (BL.07)

"United States Federal History, A Bibliography," Government Publications Review, Vol. 16, pgs.463-488, 1989, (Reproduced at the National Archives) (BL.08)

BOOKS *(BK) Publications include information useful to librarians and archivists concerned with the collection, arrangement and description, preservation, and use of bound historical records; surveying collections; and preparations for microfilming collections.*

(Refer to section of back issues and to DHP free-of-charge literature)

CARTOGRAPHIC & ARCHITECTURAL *(CA) Publications include general introductory information on maps, aerial photographs, and design and construction drawings; standard approaches to appraisal, accessioning, arrangement, description, conservation, storage, and reference and access of historical records in these formats; and their integration in an historical records program.*

"The Arrangement, Description, and Appraisal of Archival Map Series," Publication #3, Assoc. of British Columbia Archivists, 1988, 7 pgs. **(CA.01)**

"Maps in the Small Historical Society: Care and Cataloging," AASLH Tech. leaflet 111, James Bartlett & Douglas Marshall, 1979 **(CA.02)****

"Archives & Manuscripts: Maps and Architectural Drawings," SAA, Ralph E. Erenberg, 1982, 64 pgs. **(CA.03)****

"Managing Cartographic and Architectural Records," NARA, Jeanne Young & Nancy G. Miller, 1989, 26 pgs. **(CA.04)**

CONSERVATION & PRESERVATION *(CP) Publications include information on findings and recommendations of special studies examples; specific categories of preservation/conservation techniques (ie., microfilm, reprography, encapsulation, paper repair, storage) for a range of record formats including documents, books, newspaper, scrapbooks, film, electronic, graphic, and photographic collections; and standard resources, suppliers, and training programs available for conservation and preservation activities.*

"Archives & Manuscripts: Security," SAA, Timothy Walch, 1977, 30 pgs. **(CP.01)****

"An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries, & Record Ctrs.," Toronto Area Archivist Group Ed. Foundation, John P. Barton & Johanna G. Wellheiser, Ed., 1985, 102 pgs. **(CP.02)****

"Resource Materials for Disaster Planning in New York Institutions," NYS Library Disaster Planning Project, Sally A Buchanan, 1988, 29 pgs. **(CP.03)***

"Archives and Manuscripts: Reprography," SAA, Carolyn Hoover Sung, 1982, 68 pgs. **(CP.04)****

"Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers," Publication Committee, Kansas City Area Archivists, 1987, 25 pgs. **(CP.05)**

"Offsite Storage at the Nebraska State Archives: Learning by Strategy, Trial and Error," Assoc. of British Columbia Archivists, Publication #6, 1988, 7 pgs. **(CP.06)**

"Conservation Survey Manual," NY Library Assoc., George Cunha, Howard Lowell, & Robert Schnare, Jr., 1982, 64 pgs. **(CP.08)**

"The Invasion of the Giant Spore," SOLINET Pres. Prog. leaflet #5, Sandra Nyberg, 11/87, 19 pgs. **(CP.09)**

"Basic Preservation Procedures," Information Sheet, #20, National Trust for Historic Preservation, 1983, 20 pgs. **(CP.10)**

Packet of Conservation/Preservation materials from NDCCC, over one hundred pgs. **(CP.11)**

"A Holistic Approach to Museum Pest Management," AASLH Tech. leaflet, Sherry Butcher-Younhans & Gretchen E. Anderson, May/June, 1990, 8 pgs. **(CP.12)**

"Buffalo & Erie County Public Library: Disaster Plan," Madeline Davis, 1982, 18 pgs. **(CP.13)**

"Commission on Preservation and Access Report: Information Sources on Scientific Research Related to the Preservation of Books, Paper, and Adhesives," The Commission on Preservation & Access, 3/90, 28 pgs. **(CP.14)**

"Procedures for Salvage of Water-Damaged Library Materials," Peter Waters, Library of Congress Publications on Conservation of Library Materials, 1975, 30 pgs. **(CP.15)**

"Basic Guidelines for Disaster Planning in Oklahoma," Toby Murray, Univ of Tulsa Preservation Officer, 1/90, 25 pgs.**(CP.16)**

"**What An Institution Can Do To Survey Its Own Conservation Needs,**" Karen Motylewski, Field Service Director, NEDCC, 2/89, 36 pgs. **(CP.17)**

"**Selecting Historical Records for Microfilming: Procedures for New York's Repositories,**" (Supplement #1, Strengthening New York's Historical Records Programs: A Self-Study Guide), 10/88, 31 pgs. **(CP.18)**

"**Realistic Solutions to Conservation Climate Control for Libraries,**" William P. Lull, Princeton, NJ, 10/29/88, 5 pgs. **(CP.19)**

"**Conserve O Grams,**" US Dept of Interior, Cultural Resources Division, Rev. 1990, 17 pgs. **(CP.20)**

"**Disaster Response Plan,**" Cornell University Library, 1990, 45 pgs. **(CP.21)**

"**Graduate Education and Training for the Archives Conservator,**" A Report to the National Endowment for the Humanities, Cathleen Baker/F. Christopher Tahk, SUC/Bflo, 12/90, 64 pgs. **(CP.23)^R**

"**Buried in Storage: The Alexandria Archaeology Collections Management Project,**" AASLH Technical Leaflet #178, 1991, 6 pgs.**(CP.24)**

"**Environmental Controls, Resource Packet,**" NYS Program for the Conservation & Preservation of Lib. Research Materials (includes: Environmental Standards for Storage of Books & Manuscripts; Hold Everything!; Guidelines for Libraries and Archives) **(CP.25)**

FILM & VIDEO (FV) Publications include basic information on how optical media work, guidance in practical applications, examples of current use, guidelines for applying archival functions to collections; vendor and resource listings.

"**Media Resource Catalog,**" - The National Audiovisual Center (over 600 titles including new and Popular titles) **(FV.01)**

"**Consumers Should Know How to Choose, Use, and Care for Audio and Video Tape,**" (1991, 25 pg pamphlet) **(FV.02)**

The National Center for Film & Video Preservation for the Association of Moving Image Archivists (FV.03)

a) **AMIA Newsletter** (formerly F/TAAC) - Vol. 3, nos. 3-4, (issue #11-12) Winter/Spring 1991, 15 pgs.
b) **ABC NEWS Moving Image Collection** - approx. 110 pgs.

GRANTS & FUNDRAISING (GR) Publications include sources of information on foundation, corporate, and government grant programs for education, records processing and preservation, etc.

"**Overview of Endowment Programs,**" NEH, Jan., 1990, 32 pgs. **(GR.01)**
"**Division of Education Programs,**" NEH, February, 1990, 35 pgs. **(GR.01a)**
"**Preservation Programs,**" NEH, May, 1990, 39 pgs. **(GR.01b)**
"**Teacher-Scholar Program for Elementary and Secondary School Teachers,**" NEH, May 1, 26 pgs. **(GR.01c)**
"**Division of Research Programs,**" NEH, 1990, 42 pgs. **(GR.01d)**
Grants Awarded by the Reference Materials Program Tools & Access Categories - 1991
"**Humanities Projects in Libraries and Archives,**" Guidelines & Application Instructions, NEH, exp. 12/91, 42 pgs. **(GR.01e)**
"**Reference Materials, Access,**" Application Instruct.'s & Forms,NEH, exp. 93, 39 pgs. **(GR.01f)**
"**Reference Materials, Tools,**" Application Instruct.'s & Forms, NEH, exp. 93, approx. 35 pgs.**(GR.01g)**
"**1991 Younger Scholars, High School Students-College Students,**" NEH, guidelines and application forms, 18 pgs. **(GR.01h)**
"**Texts - Editions,**" NEH, exp. 2/29/93, 33 pgs. **(GR.01i)**
(also, list of NEH, Division Fellowships & Seminars-1992-93 Fellowship Opportunities)

"**The NYS Program for the Conservation and Preservation of Library Research Materials.**" Discretionary Grant Guidelines & Application, 90/91 & 91/92, NYS Library, Division of Library Development **(GR.05)**
"The NYS Program...Discretionary Grant Application Workbook." (GR.05a)
"The NYS Program...press clippings-projects funded by Grant Program," 88/89 & 89/90 **(GR.05b)**
"The NYS Program...Discretionary Grant Guidelines & Application," 1991-92 **(GR.05c)**
"The NYS Program..." " " " " 1992-93," (GR.05d)

"**Records Program,**" National Historical Publications & Records Commission, 1989/90, 60 pgs. **(GR.07)**

"**New York State Council on the Arts,**" 1988-89 Report, 200 pgs. **(GR.08)**

"**Visual Arts Residency Program,**" Mid-Atlantic Arts Foundation, 1990/91, 15 pgs. **(GR.10)**

"**Guide to the National Endowment for the Arts,**" NEA, 1990, 81 pgs. **(GR.11)**

"**Guide to Programs,**" National Science Foundation, 1990, 103 pgs.**(GR.12)**

"**New York State Science and Technology Foundation,**" NYSSTF, 1990, loose folder **(GR.13)**

"**A Guide for Nonprofit Organizations: Cost Principles & Procedures for Establishing Indirect Cost & Other Rates for Grants & Contracts with the Dept. of Health & Human Services,**" USDHHS, 1983, 86 pgs. **(GR.14)**

"**Training on State Government,**" Non-Profit Resource Center, Inc., Albany, NY. **(GR.15)**

"**Grants and Awards for Non-Profits,**" Summer, 1990, DHP Program Folder. **(GR.16)**
"The Budget Crisis," Capital-Eyes, Jan-Feb 1991, 12 pgs. **(GR.16a)**
"A Citizen's Guide to the NYS Legislature," Non-Profit Resource Ctr. 1991, 28 pgs. **(GR.16b)**

"**Grant and Funding Sources for Non-Profit Organizations and Individuals Available at the Bflo & Erie Co. Public Library,**" prep. by Sandra Booth & Mary Schnabel, BECPL History & General Information Dept., 11/89, 35 pgs. **(GR.17)**

"**Innovative Projects for Student Community Service: Guidelines for Applicants,**" US Dept. of Education, exp. 1991, approx. 21 pgs. **(GR.21)**

"**Grant Application Materials,**" Booklet I, SARA, 1991-92, approx. 54 pgs. **(GR.22)**

"**Grants-in-Aid Reference Materials,**" Booklet II, SARA, 1991-92, approx. 56 pgs. **(GR.23)**

"**Sacred Sites & Properties Fund Application Guidelines,**" NY Landmarks Conservancy, 6 pgs. **(GR.25)**

Grantsmanship Center Information Package, 1979-81, **(GR.26)**
-- **"Program Planning & Proposal Writing,"** Norton Kiritz, expanded version, 47 pgs. **(GR.26a)**
-- **"The Process of Program Evaluation,"** John Van Maanen, 46 pgs. **(GR.26b)**
-- **"Your Annual Report: How to Plan, Produce, Package & Promote It,"** Frances Koestler (Anne L New), 27 pgs.**(GR.26c)**
-- **"Marketing Nonprofits,"** James Gregory Lord, 7 pgs. **(GR.26d)**
-- **"Proposal Checklist & Evaluation Form,"** Norton Kiritz, 4 pgs. **(GR.26e)**
-- **"Whole Nonprofit Catalog,"** Spring 1991, Newspaper issue 32 pgs. **(GR.26f)**

"**The Feasibility Study,**" Foundation for a Successful Campaign, The Goettler Series, 1991, 14 pgs. **(GR.27)**

"**Application for Grants Under the Fund for the Improvement & Reform of Schools & Teaching,**" US Dept. of Ed., 1991, 36 pgs. **(GR.29)**

"**Teacher Preparation and Enhancement,**" National Science Foundation, 6/89, 35 pgs. **(GR.30)**

"**Federal Register,**" School Dropout Demonstration Assistance Program, Dept. of Education, Part V, Vol. 56 # 23, (Application for new awards for fiscal year 91) 4/91, **(GR.31)**

Miscellaneous literature from Corporate Businesses on Grant/Philanthropy Programs, brochures & pamphlets. **(GR.33)**

"**AT&T Public Service Activity 1988-89, A Biennial Report,**" AT&T Foundation, 44 pgs. guidelines, **(GR.33a)**

"**Securing Grant Support: Effective Planning & Preparation,**" William T Alderson, AASLH Tech lft 62, 1972, 12 pgs. **(GR.34)**

"**Fiscal Guidelines for Federal & State Aided Grants,**" State Education Dept., Albany NY, 3/91, 37 pgs. **(GR.35)**

LOCAL GOVERNMENT RECORDS (LG) / RECORDS MANAGEMENT INFORMATION (RM) *Publications include examples and guidelines for establishing records management programs and records control schedules; information describing creation, collection, and use of public documents.*

Local Government Records (LG) -- *Particular reference to local government records programs in New York State.*

"**Records Retention & Disposition Schedule COUNTY-1: For Use by County Governments,**" SUNY, State Ed. Dept. **(LG.01a)**
"**Records Retention & Disposition**": Schedule MUNICIPAL-1, SUNY, State Ed. Dept., SARA, 87 pgs. **(LG.01b)**
"**Records Retention & Disposition**": Schedule COUNTY-2, SUNY, State Ed. Dept., SARA, 94 pgs. **(LG.01c)**

"**The Quiet Revolution: Managing New York's Local Government Records in the Information Age,**" NY Local Government Records Advisory Council, 1987, 26 pgs. **(LG.02a)**
"**The Quiet Revolution IV,**" Report & Recommendation to the Governor & Legislature on Local Gov. Records Management, SUNY/Albany, State Ed. Dept., 3/91, 22 pgs. **(LG.02b)**

"**Local Government Records: NYS Archives & Records Administration,**" 1985, 106 pgs. **(LG.03)**

"**Local Government Records: An Introduction to Their Management, Preservation, and Use,**" AASLH, 1980, 208 pgs. **(LG.04)****

"**NARS Self-Inspection Guide for Federal Agencies; Evaluating a Vital Records Program,**" 1983, 14 pgs. **(LG.05)**

"**NARS Self-Inspection Guide for Evaluating Files Maintenance & Records, Disposable Programs,**" 1984, 14 pgs. **(LG.06)**

"**Indexing Municipal Minutes,**" NYS Archives, 1981, 84 pgs. **(LG.09)**

"**General Records Schedules 20 & 23: Electronic Records,**" NARA, 1988, 25 pgs. **(LG.10)**

"**Past, Present & Future,**" Records Management in the Town of Amherst, NY, 27 pgs. **(LG.11)**

State Government Records Management Information Series: SARA, 1990 (LG.12)
- "**Taking the Lead: The Program Manager's Role in Records Management,**" pamphlet **(LG.12a)**;
- "**Establishing an Agency Records Management Program,**" 11 pgs.**(LG.12b)**;
- "**Managing Records in Automated Office Systems,**" 20 pgs. **(LG.12c)**;
- "**Records Management and Internal Controls,**" 11 pgs. **(LG.12d)**;
- "**Introduction to Optical Disk,**" 16 pgs. **(LG.12e)**;
- "**The Local Government Records Ordinance,**" leaflet #1, 5 pgs. **(LG.12f)**;
- "**The Records Management Officer in Local Government,**" leaflet #2, 7 pgs. **(LG.12g)**;
- "**The Records Advisory Board in Local Government,**" leaflet #3, 4 pgs. **(LG.12h)**;
- "**What to Look for in a Computer Vendor Contract,**" leaflet #28, 3 pgs. **(LG.12i)**;
- "**Records-Related Activities For Local Government Historians,**" leaflet #30, 7 pgs. **(LG.12j)**;
- "**Handbook for Local Government Records Inventory Projects,**" 1991, booklets 1, 2, & 3 **(LG.12k)**.

"**Sharing Information on Intergovernmental Records,**" Marie B. Allen, NAGARA, Government Records Issues Series #3, 12/90, 9 pgs. **(LG.14)**

RECORDS MANAGEMENT INFORMATION (RM)

"**Corporate Records & Information: Capability Brochure,**" Corporate Admin. Services, CONTEL, 1988, 45 pgs. **(RM.01)**

"The Management of Academic Records," Anne Gilliland & John Sanford-ARMA Conference, 11/90, 27 pgs. **(RM.02)**

"On the Nature of Records Management Theory," Michael Buckland, School of Library & Information Studies, Univ/CA, (ARMA Conference) 11/90, 13 pgs. **(RM.03)**

"Subject Filing, Managing Current Files," General Services Administration, Handbook, 1981, 64 pgs. **(RM.04)**

"The Odyssey of Records Managers," ARMA Quarterly, Development of Records Management, 2 parts **(RM.05)**
Part I: From the Dawn of Civilization to the Fall of the Roman Empire -- 7/89, 8 pgs.
Part II: From the Middle Ages to Modern Times -- 10/89, 8 pgs.

MUSEUMS *(MS) Publications include guidelines for the establishment of museum archives; equipment and supplies for conservation and exhibits; suppliers and resource listing for museums with archives.*

"Museum & Archival Supplies Handbook," Ontario Museum Assoc. & Toronto Area Archivist Group, 1985, 174 pgs. **(MS.01)**

"Costume Collection Management for a Small Museum," WNY Assoc. of Historical Agencies, Kax Wilson, 12 pgs. **(MS.02)**

"Basic Tender Loving Care for Paintings," WNY Assoc. of Historical Agencies, Caroline Keck, 12 pgs. **(MS.03)**

"Museum Archives: An Introduction," SAA, William A. Deiss, 1984, 37 pgs. **(MS.04)****

"Historical Archaeology as a Tool for Researching and Interpreting Historic Sites," Lu Ann De Cunzo, AASLH Tech. leaflet, 1990, 8 pgs. **(MS.05)**

"Documenting Collections: Museum Registration & Records," AASLH Tech. leaflet, 1970, 8 pgs. **(MS.06)**

"A Systemized Approach to Exhibit Production Management," AASLH Tech. leaflet, 1990, 6 pgs. **(MS.07)**

"Archival Materials in the History Museum: A Strategy for their Management," (paper), Paul Eisloeffel and Lisa Gavin, 1990, 22 pgs. **(MS.08)**

NEW YORK SERIES *(NYS, NYR, NYL) Publications covering archives or archives-related issues directly affecting state, regional, and local historical documentation, including information on institutional holdings; archival practices; and community benefits of historical records programs.*

NYS

Publications from NYS Commission on the Bicentennial of the US Constitution. **(NYS.01)**

"Documenting The Empire State's Past, Present, & Future: A Guide for New Yorkers," State Univ. of NY, State Ed. Dept., SARA, 1988, 55 pgs. **(NYS.02)**

"Let The Record Show: Practical Uses for Historical Documents," NYSARA, 1989, VHS Video Cassette, 15 min. **(NYS.03)**

"Ensuring a Usable Past for your Community," NY State Archives & Records Administration, 1988, brochure **(NYS.04)**

"Our Memory at Risk: Preserving New York's Unique Research Resources," NY Document Conservation Advisory Council, 1988, 56 pgs. **(NYS.05)****

"Toward a Usable Past: Historical Records in the Empire State," NYS Hist. Records Advisory Board, 1984, 74 pgs. **(NYS.06)**

"New York State Archives, Issues and Images: New Yorkers During the Thirties," NYSARA, 1985, A Teaching Packet of Historical Documents **(NYS.07)**

"Teaching with Historical Records," NYSARA, Kathleen Roe, 1981, 60 pgs. **(NYS.08)**

"The Greatest Reform School in the World: A Guide to the Records of the New York House of Refuge in the NYSARA," NYSARA, 1989, 31 pgs. **(NYS.09)**

"Guide to Records Relating to Schools and School Districts," NYSARA, 1988, 24 pgs. **(NYS.10)**

"100 Year History of the New York State Grange, 1873-1973," 1934 (Leonard L. Allen, 1873-1933), 1960 (Elizabeth L. Arthur, 1934-1960), and 1973 (L. Ray Alexander, 1961-1973), 523 pgs. **(NYS.11)**

"Speakers in the Humanities," NY Council for the Humanities, 1990-1993, 40 pgs. **(NYS.12)**

"Selected Records in the State Archives Relating to Women, A Descriptive List," NYSARA, 1985, 41 pgs. **(NYS.13)**

"List of Pre-1847 Court Records in the State Archives," NYSARA, 1984, 18 pgs. **(NYS.14)**

"Civil War Records in the NYS Archives," NYSARA, 5 pgs. **(NYS.15)**

"Information Concerning Records of Genealogical Interest," NYSARA, 10/88, 6 pgs. **(NYS.16)**

"Guide to Records Relating to Native Americans," NYSARA, 1988, 27 pgs. **(NYS.17)**

"Selective Records Relating to NYS Canals," NYSARA, 13 pgs. **(NYS.18)**

"Working Lives: A Guide to the Records of the NYS Factory Investigation Commission," NYSARA, 1989, 25 pgs. **(NYS.19)**

"In the Words of the Delegates: Records of the 1938 NYS Constitutional Convention," NYSARA, 1988, 9 pgs. **(NYS.20)**

"The History of The Patrons of Husbandry," History from 1866-1873, O H Kelly, Sec. of The National Grange, 441 pgs. **(NYS.21)**

"An African-American Bibliography: The Arts," SUNY/Albany, State Ed. Dept., 1/90, 21 pgs. **(NYS.22)**

"New York Documentary Heritage Program - Annual Report 1990-91," SUNY, State Education Department, SARA, 3/1/91, 22 pgs. **(NYS.23)**

"Guide To Records of The Department of Correctional Services in the New York State Archives," SUNY/Albany, State Educ. Dept., 1990, 51 pgs. **(NYS.24)**

NYR

"Preliminary Report on Conditions and Needs of Historical Records in South Central NY," South Central Resources Library Council, Tammy Gobert, 1989, 25 pgs. **(NYR.01)**

"Our Past Before Us: A 5-Year Regional Plan for Metro's Archival and Historical Records Program," NY Metro Reference & Resources Library Agency, Phyllis A. Klein, 40 pgs. {2 copies} **(NYR.02)**

"Managing our Past to Plan for Our Future: A Five-Year Plan for Cooperative Efforts to Preserve the Documentary Heritage of the WNY Region, 1990-1994," Polly Darnell, 1990, 24 pgs. **(NYR.03)**

"Guide to Collections of the Westchester County Archives," David W. Carmichael, 1989 **(NYR.04)**

"Handbook: Albany County Hall of Records," Robert Arnold & Mary Vines, 32 pgs. **(NYR.05)**

"A View to the Past, City of Rochester," A Guide to Rochester's Office of Records Management, 13 pgs. **(NYR.06)**

"Archives and Manuscripts on Long Island: A Repository Directory," A Report of the Documentary Heritage Program Committee, Evert Volkersz-Compiler, LILRC, 1991, 26 pgs. **(NYR.07)**

NYL

"A Guide to Local Historical Resources in Public Libraries & Historical Societies of Cattaraugus & Chautauqua Counties in NYS," Joe Palmer, 1984 **(NYL.01)**

Bibliography of Newspapers in Chautauqua, Cattaraugus Counties. **(NYL.02)**

Special Collections of the University Libraries, SUNY Bflo. **(NYL.03)**

Guide to Local Historical Holdings at Bflo/Erie Co. Historical Society, Occsl. #3/4, Mary F. Bell, 1978 **(NYL.04)**

Guide to Archives of Town of Amherst, NY, D.D. Pollack, 1982 **(NYL.05)**

Pollard & Redgrave Titles: A Checklist of Items in the Rare Book Room of the Bflo/Erie Co Public Library, 1968, 7 pgs. **(NYL.06)**

Wing Titles: A Checklist of Items in the Rare Book Room of the Bflo/Erie Co Public Library, 1968, 24 pgs. **(NYL.07)**

Genealogical Research and the Holland Land Company Records, Research Guide #5, State University College/Fredonia, Daniel A. Reed Library, compiled by Franciska Safran, 3/87, 13 pgs. **(NYL.08)**

Afro-Americans in NY Life & History, Afro-American Assoc. of the Niagara Frontier, Bflo, vol 13, #1, 1/89, 67 pgs. **(NYL.09)**

To Preserve and Educate: The First Twenty-Five Years of the Cobblestone Society & Museum, 1060-1985, ed. by Jane T. Pearce, The Cobblestone Society, 29 pgs. **(NYL.10)**

The Archives of the Holland Land Company in Reed Library and Related New York State Collections, Research Guide #56, Compiled by F. Safran, 8/88, State University College/Fredonia, Daniel A. Reed Library, 18 pgs. **(NYL.11)**

"Bibliography Export/Import Collection," Bflo/Erie Co. Public Library, Jane Rosenfeld, 1990, 14 pgs. **(NYL.12)**

"Small Business Bibliography," Bflo/Erie Co. Public Library, D. Pfeiffer & J. Davoli, 1989, 8 pgs. **(NYL.13)**

"SUNY/Buffalo 1988-89 Speaker's Bureau Directory," 59 pgs. **(NYL.14)**

"The Town of Alden 1823-1973, A History...," County of Erie, 3/20/73, 96 pgs. **(NYL.15)**

"Canisius College: The First Hundred Years, 1870-1970," by Charles A. Brady, 388 pgs. **(NYL.16)**

Forest Lawn Cemetery & Garden Mausoleums, (packet of materials describing history, grounds, & people interred) **(NYL.17)**

"The 209th CA (AA) Regiment and its Descendants, the 72nd Gun Bn., 898th AA AW Bn. and 355th Searchlight Bn.,"
a) VHS-1 hr. & 20 min., 1941-1944 / Program Pamphlet Commemoration the 35th Anniversary of the 209th (1941-1976), Buffalo Committee; 209th CA (AA) Regiment, Veterans Association, 3/91 **(NYL.18)**
b) VHS Video, **"Camp Stewart—1941/1991"** (25 mins.) & brochure

Western New York Genealogical Society Journal, --	Index Vol. 16	6/89-3/90	**(NYL.19)**
	Vol. 17, # 1	6/90	**(NYL.19a)**
	Vol. 17, # 3	12/90	**(NYL.19b)**
	Vol. 17, # 4	3/91	**(NYL.19c)**
	Index Vol. 17	6/90-3/91	**(NYL.19d)**
	Vol. 18, # 1	6/91	**(NYL.19e)**
	Vol. 18, # 2	9/91	**(NYL.19f)**
	Vol. 18, # 3	12/91	**(NYL.19g)**

"The Mirror Up To Nature," James Prendergast Library Assoc., 1982, 57 pgs. **(NYL.20)**

"Some Western New York Genealogy Collections," Bflo/Erie Co. Public Library, History & Gov. Dept., 5/91, 13 pgs. **(NYL.21)**

"History of the Town of Elma, Erie Co., NY - 1620-1901," Warren Jackman, 1902, 331 pgs. **(NYL.22)**

"Proud Vision, The History of the Buffalo General Hospital - The First Hundred Years," E. Hawes, 1964, 200 pgs.**(NYL.23)**

"**A Little Bit of History,**" Lily Dale Proud Beginnings, Joyce LaJudice & Paula M. Vogt, Series I, Vol. I, 1984, 30 pgs. **(NYL.24)**

"**Performing Arts Documentation, WNY,**" Tom Dooney, Ujima Company, Buffalo NY, 54 pgs. **(NYL.25)**

"**The LeRoy Historical Society Annual Report,**" 1972 (with history of the Morganville Pottery) 23 pgs. **(NYL.26a)**
"**The LeRoy Historical Society Annual Report,**" 1978 (with history of the LeRoy House) 31 pgs. **(NYL.26b)**

"**Children of Fredonia,**" A Coloring Book, Photos in the Collection of the Barker Historical Museum, 1989, 8 pgs. **(NYL.27)**

"**Directory of Information Resources for World War II-Related Records in Western New York,**" coordinated by the WNY Documentary Heritage Program, 10/91, 24 pgs. **(NYL.28)** 2 copies

"**The Town of Bergen-A History,**" Virginia Barons, 1962, 31 pgs. **(NYL.29a)**
"**Bergen-175th Anniversary,**" Tally Almquist, Wanda MacVean & Sharon Pocock, 1988, 38 pgs. **(NYL.29b)**

"**In All Things Charity, A Biography of Mother M. Colette Hilbert Franciscan Sister of St. Joseph,**" Sisters Mary Edwina Bogel and Jane Marie Brach, F.S.S.J., R. K. Graphics, Inc., 1983, 195 pgs. **(NYL.30)**

**** Miscellaneous back issues of "Niagara Frontier" (Buffalo and Erie County Historical Society publication) are also available on request. (NYL.999)**

ORAL HISTORY (OH) *Publications include information for those interested in or practicing oral history; guidelines for techniques, applications, and standards in oral history projects; and topical examples.*

"**Family Folklore,**" Interviewing Guide & Questionnaire, Smithsonian Institution, Washington D.C., 1989, 8 pgs. **(OH.01)**

"**Oral History Projects: An Introduction,**" 10/15/91 DHP workshop folder **(OH.02)**

PHOTOGRAPH COLLECTIONS (PH) *Publications include basic information on the historical development of photography; various aspects of archival management of photographic materials; and systematic guidelines for developing procedures to collect, organize, describe, conserve, provide access to photographic collections in an historical records program.*

"**Archives & Manuscripts: Administration of Photograph Collections,**" SAA, Mary Lyn Ritzenthaler, Gerald J. Munoff, Margery S. Long, 1984, 177 pgs. **(PH.01)****

"**Management of Photograph Collections in Historical Agencies and Museums,**" AASLH Tech. Report #5, Edward J. Pershey, 1986, 16 pgs. **(PH.02)**

"**Nitrate Films in the Public Institution,**" AASLH Tech. leaflet, Christine Young, July/Aug, 1989, 8 pgs. **(PH.03)**

"**Learning About Your Photograph Collection,**" Fall 1990, DHP Workshop Folder **(PH.04)**

PUBLIC OUTREACH (PE) *Publications include instructional packages for classroom teaching using historical records and, guidelines and exercises for workshops on basic archival theory and practice; guidelines for planning exhibits and publications about historical records; and various methods of broadening public/private sector support for historical records programs.*

"**Public Relations for Local Preservation Organizations: Press Relations, Public Education and Special Events,**" Information Sheet #24, National Trust for Historic Preservation, 1980, 31 pgs. **(PE.01)**

"Investing in Volunteers: A Guide to Effective Volunteer Management," Information Series #37, National Trust for Historic Preservation, 1985, 16 pgs. **(PE.02)**

"50 Hours: A Core Curriculum for College Students," NEH, 1989, 66 pgs. **(PE.03)**

"Looking to the Past, Teaching for the Future - Recommendations for the Improvement of Teaching Using Historical Research," NYSCSS/NYS HA/CDCSS pub., 1989, 23 pgs. **(PE.04)**

"History for Young People: Projects and Activities," AASLH Tech. Leaflet #9, 1966, 8 pgs. **(PE.05)**

"Traveling Facsimile Exhibits for the Historical Society," Robert Shosteck, AASLH Tech. Leaflet #70, 1974, 8 pgs. **(PE.06)**

"One Nation, Many Peoples: A Declaration of Cultural Interdependence," Report of the NYS Studies Review & Development Committee, 6/91, 50 pgs. **(PE.07)**

"Working Effectively with the Press: A Guide for Historical Societies," G. Donald Adams, AASLH Tech. Leaflet #124, 1980, 12 pgs. **(PE.08)**

"How to Develop Effective Teacher Workshops," AASLH Tech. Report #12, 1987, 16 pgs. **(PE.09)**

"Archives and Manuscripts: Exhibits," SAA, Gail Farr Casterline, 1980, 70 pgs. **(PE.10)**

"Media Resource Guide-5th Edition," Foundation for American Communications, 1987, 48 pgs. **(PE.11)**

"Archives and Manuscripts: Public Programs," SAA, Ann E. Pederson & Gail Farr Casterline, 1982, 94 pgs. **(PE.12)*, ****

"Problems in Archives Kits: Developing a Brochure," SAA, 1981, Book, Articles, & Samples. **(PE.13)**

"Promotion and Outreach in a Community Archives," Assoc. of British Colombia Archivists, Pub. #2, 1988, 7 pgs. **(PE.14)**

"Building A Portable Table Top Exhibit," WNY Assoc. of Historical Agencies, Jeannine Nowack, 16 pgs. **(PE.15)**

"Site Analysis for Tourism Potential," AASLH Technical leaflet, Linn Keller, 6 pgs. **(PE.16)**

"Teaching With Documents: Using Primary Sources From the National Archives," National Archives & Records Administration, Washington, DC, 241 pgs. **(PE.17)**

"The Coalition To Save Our Documentary Heritage: An Important Lesson in Archival Advocacy," Charlene N. Bickford, MARAC Publication, 43 pgs. **(PE.18)**

"Establishing a Plaque Program: Bringing Local History to the Community," AASLH Tech. leaflet, Richard Bamberger, May/June, 1989, 8 pgs. **(PE.19)**

"Speakers in the Humanities," (Speakers' Bureau) NY Council for the Humanities, 1990, 46 pgs. **(PE.20)**

"A Teachers Guide to the Theodore Roosevelt Inaugural National Historic Site," TRINHS, 1990, 15 pgs. **(PE.21)**

"Genealogical Research: A Basic Guide," Carolynne L. Miller, AASLH Tech. Leaflet #14, Revised/Reprinted 1978, 8 pgs. **(PE.22)**

"The Nine Keys to Successful Volunteer Programs," The Taft Group, Kathleen Brown Fletcher, 82 pgs. **(PE.23)**

"Teaching with Historical Records," Fall 1990, DHP Workshop Folders (2) **(PE.24)***

"Developing Archival Exhibitions," Shawn Aubitz & Gail F. Stern, MARAC Tech. Leaflet #5, 1990, 14 pgs. **(PE.25)**

"Involving Volunteers in Archives," David W. Carmichael, MARAC Tech. Leaflet #6, 1990, 16 pgs. **(PE.26)**

"Albany County in the Constitutional Era, 1783-1815: Who were the People? What was it like?," Fourth Grade Social Studies Education Unit, 1989, Albany County Hall of Records, 40 pgs. (including transparencies) **(PE.27)**

"Catch the Next Trolley: Albany's Trolleys, 1862-1946," Fourth Grade Education Unit, 2nd ed., Compiled/edited Joan Gross, Albany County Hall of Records, 1990, 44 pgs. (including transparencies) **(PE.28)**

"**Preparing and Promoting Your Traveling Exhibit,**" Charles R. Schultz, (paper prepared for MAC session, "**Reaching Out to the Uncommitted, the Unconvinced, and the Unknowing,**" 10/90), Texas A&M University, 22 pgs. **(PE.29)**

"**A New Compact For Learning,**" Improving Public Elementary, Middle, & Secondary Education Results in the 1990's, NYS Univ., Education Dept., 7/91, 20 pgs. **(PE.30)**
"**Affinities,**" leaflet Vol. 2, #2, Spring 1991 **(PE.30a)**

"**Working with Volunteers,**" WNY Association of Historical Agencies, vol. 7, 1991, 26 pgs. **(PE.31)**

"**Establishing a Volunteer Program - A Case Study: The Valentine Museum, Richmond, Virginia,**" AASLH Tech. leaflet, Laura Daly, Jan/Feb, 1990, 8 pgs. **(PE.32)**

"**Arts, A Vital NY Resource-Advocacy Handbook,**" NY State Arts & Cultural Coalition, 1991, 38 pgs. **(PE.33)**

"**Writing Ballads, From Local Historical Legends,**" Mary Webber, Yarmouth Historical Society, 1989, 36 pgs. **(PE.34)**

Career Charts prepared by the National Center for the Study of History (4) **(PE.35)**
- -- **Careers for Graduates in History (PE.35a)**
- -- **Careers in Information Management (PE.35b)**
- -- **Business & History (PE.35c)**
- -- **Insurance & History (PE.35d)**
- -- **Historic Preservation Family Tree (PE.35e)**
- -- **Value History (PE.35f)**

"**The Woodward Elementary School Program: Univ. of Michigan-Dearborn, Henry Ford Museum & Greenfield Village Partnership,**" 1989-90 Stars, 24 pgs. & 1990 Annual Report, 36 pgs. **(PE.36)**

"**Helping Your Child Use the Library,**" Ofc. of Educational Research/Improvement U.S. Dept. of Educ., 20 pgs. **(PE.37)**

Teaching Kits from the National Women's Hall of Fame, (2) **(PE.38)**
"The Times and Triumphs of American Women," 79 pgs. **(PE.38a)**
"The Faces and Phases of Women," 75 pgs. **(PE.38b)**

"**Building a History Curriculum,**" Guidelines for Teaching History in Schools, Bradley Commission on History in Schools, 1987-89, 32 pgs. **(PE.39)**

"**Becoming a Nation of Readers, What Parents Can Do,**" D.C Heath & Company/Office of Edu. Research & Improvement of the US Dept. of Education, 3/88, 29 pgs. **(PE.40)**

"**The Center on History-Making in America: Development, Projects, and Application,**" (notes from a Presentation for AASLH, August 1991) paper-11 pgs./booklet-18 pgs. **(PE.41)**

"**Directory of Programs and Services,**" Univ. of NY, State Educ. Dept., 9/91, 80 pgs. **(PE.42)**

Miscellaneous materials from SAA session, "**Linking Archival Programs and Resources,**" Phila., PA, 9/91; including articles, samples, and other information for collaborative programming between cultural institutions, students, and teachers. (approx. 123 pgs.) **(PE.43)**

"**Integrating Archives into the Social Studies Curriculum: Projects and Issues,**" DHP 11/1/91 workshop folder **(PE.44)** 2 copies

PROFESSIONAL DEVELOPMENT ***(PD)***

"**SAA 55th Annual Meeting,**" (Society of American Archivist) program, Sept. 23-29, 1991, 60 pgs. **(PD.01)**

"**SAA Bookcase 1991,**" 16 pgs. **(PD.02)**

"**SAA Education Directory,**" 1990-91, 16 pgs. **(PD.03)**

"Understanding Archives and Manuscripts," SAA, James M. O'Toole, 1990, 79 pgs. **(PD.04)**** 2 copies

"Planning for the Archival Profession: A Report of the SAA Task Force on Goals & Priorities," SAA, 1986, 42 pgs. (2-copies) **(PD.05)****

"The Image of Archivists: Resource Allocators' Perceptions," SAA Task Force on Archives & Society, 1984-85, 70 pgs. **(PD.06)**

"Basic Archival Workshops: A Handbook for the Workshop Organizer," SAA, Thomas C. Pardo, 1982, 70 pgs. **(PD.07)****

"Professional Career Training Program Manual," NARA, 1988, 35 pgs. **(PD.08)**

"Planning and Conducting Successful Seminars and Workshops," George Rollie Adams & Patricia Hall, AASLH Tech Leaflet #146, 1983, 8 pgs. **(PD.09)**

Society of American Archivists (SAA) membership brochure and publications catalog, 1991 **(PD.10)**

REFERENCE (RX) Publications for general reference use. These are not for out-of-office loan, but may be used at the DHP office (180 Oak Street, Buffalo, NY 14203)

Directory of Archives & Manuscript Repositories in the United State, NHPRC, 2nd ed. **(RX.01)**

The Standard Periodical Directory, 11th ed., 1988 **(RX.02)**

The Source: A Guidebook of American Genealogy, (RX.03)

Catalog of Microfilm Copies of the Schedules - Federal Population Census 1790-1890, (95 pp); 1900 (84 pp); 1910 (46 pp). **(RX.04)**

1989 Directory of Library Systems in NYS, (RX.05)

"Guide to the Records of the U.S. Senate/House of Representatives at the National Archives - Bicentennial Edition," 2 volumes **(RX.06)**

Victorian Interior Decor, Gail Coskey Winkler & Roger W. Moss, 1986, 257 pgs. **(RX.07)**

Victorian Exterior Decor, Gail Coskey Winkler & Roger W. Moss, 1987, 117 pgs. **(RX.08)**

Guide to Historical Resources in County (NY) repositories:
Erie (2 vols.), Chautauqua, Orleans, Niagara, Genesee, Cattaraugus,
NY Historical Resources Center, Cornell University, 1983 **(RX.09)**

"Directory of Historical Agencies and Historians of Western New York," WNYAHA, 1990, 102 pgs. **(RX.10)**

Mid-Atlantic Regional Archives Conference (MARAC) Membership Directory, 1990 **(RX.11)**

Midwest Archives Conference (MAC) Membership Directory, 1990 **(RX.12)**

"Federal Population and Mortality Schedules, 1790-1910, in the National Archives and States," (Special List #24); NARA, 1986, (2) microfiche (* NYS repositories available on paper; 7 pgs.) **(RX.13)**

"Your Right to Federal Records," - US General Services Admin., & the US Dept of Justice, 25 pgs. **(RX.14)**

"Where to Write for Vital Records," National Center for Health Statistics, 1990, 29 pgs. **(RX.15)**

"National Archives 1991 Publications," 40 pgs. **(RX.16)**

"Microfilm Publications in the National Archives-Mid Atlantic Region," Teresa F. Matchette, NARA, 1990, 83 pgs. **(RX.17)**

"Guide to Records in the National Archives - Mid Atlantic Region," NARA, 1989, 24 pgs. **(RX.18)**

"**Ontario Association of Archivists, Annual Report 1990/91,**" May 8 & 11, 1991 OAA/LOAC program, 53 pgs. total **(RX.19)**

"**A Directory of US Government Depository Libraries,**" Joint Committee on Printing, US Congress, 10/90, 50 pgs. **(RX.20)**

SAA Yellow Pages, "**Directory of Individual Members,**" 1991, 116 pgs. **(RX.21)**

"**Western NY Library Resources Council Membership List,**" Revised - 08/29/91, 7 pgs. **(RX.22)**

"**Consumer's Resource Handbook,**" US Office of Consumer Affairs, 1990 Edition, 93 pgs. **(RX.23)**

"**Directory of Repositories, 1991,**" Capital District Library Council, DHP, 5/91, 56 pgs. **(RX.24)**

"**Directory of the National Archives & Records Administration,**" 1991-92 **(RX.25)**

Career Charts, prepared by the National Center for the Study of History (4) *** (see Public Outreach, PE.35 a-d)**

SPECIAL COLLECTIONS ***(SC)*** *Publications cover a range of special topics in archives and offer suggestions for methods of collecting; examples of how other collectors have pursued the search; basics of pricing, authentification, etc., and provide suggestions for assistance in areas such as technical training and resource development.*

"**Religious Archives: An Introduction: SAA,**" August R. Sueflow, 1980, 56 pgs. **(SC.01)****

"**Local History Collections: A Manual for Libraries,**" AASLH, Enid T. Thompson, 1979, 95 pgs. **(SC.02)****

"**Native American Archives: An Introduction,**" SAA, John A. Fleckner, 1984, 69 pgs. **(SC.03)****

"**Documenting Prehistoric Habitation in Your Community,**" A Guide for Local Historians, Philip Lord, Jr., NY State Museum, Circular #55, 19 pgs. **(SC.04)**

"**College and University Archives: Selected Readings,**" SAA, 1979, 234 pgs. **(SC.05)****

"**Guidelines for College and University Archives,**" SAA, 1979, 12 pgs. **(SC.06)**

"**Managing Business Archives,**" Australian Society of Archivists, 1987, 56 pgs. **(SC.07)**

"**Early American Account Books: Interpretation, Cataloging and Use,**" Robert J Wilson III, AASLH Tech. leaflet 140, 1981, 8 pgs. **(SC.08)****

"**History From Below: How to Uncover and Tell the Story of Your Community, Association, and Union,**" Jeremy Brecher, Advocate Press/Commonwork Pamphlets, 1988, 54 pgs. **(SC.09)**

Historical Materials in the Presidential Libraries, NARA **(SC.10)**
- **Franklin D. Roosevelt (SC.10a)**
- **Dwight D. Eisenhower (SC.10b)**
- **Harry S. Truman (SC.10c)**
- **John F. Kennedy (SC.10d)**
- **Gerald R. Ford Library (SC.10e)**

"**Archival Circulars,**" State Archives of Michigan, 1990 (approx. 64 pgs. including 31 circulars describing record groups & series in the collection) **(SC.11)**

"**Guide to Repositories in the Metropolitan Chicago Area and Calumet,**" Chicago Archivists, 1986, 131 pgs. **(SC.12)**

"**Guide to Resources and Holdings: Swenson Swedish Immigration Research Center,**" Denkmann Library at Augustana College, Rock Island, Illinois, 3/84, 24 pgs. (includes newsletter) **(SC.13)**

"**A Guide to the Papers of Senator John J. Williams of Delaware,**" L. Rebecca Johnson, Univ. of Delaware/Library, 1990, 71 pgs. **(SC.14)**

"**The Management of Academic Records,**" Anne J. Gilliland & John D. Sanford, (unpublished paper presented at annual ARMA Conference), 11/90, 26 pgs. (including handouts) **(SC.15)**

"**A Directory of Sources for Air and Space History: Primary Historical Collections in United States Repositories,**" Cloyd Dake & Charles Louis Smith, Research Eds., Martin J. Collins Gen. Editor, National Air & Space Museum, Smithsonian Institution, Washington, D.C., 1989, 316 pgs. **(SC.16)**

"**Conference on Documenting the Immigrant Experience,**" Papers presented by: Kathleen Neils Conzen, Univ. of Chicago; John J. Grabowski, Western Reserve His. Society, Cleveland OH; Rudolph J. Vecoli, Univ. Of Minnesota; Joel Wurl, Univ. of Minnesota; at the IDS Ridge Conference Center, Chaska; Minnesota, 11/15-17/90, Sponsored by the History Committee Statue of Liberty-Ellis Island Foundation, approx. 68 pgs. **(SC.17)**

"**The University of Mississippi's Center for the Study of Southern Culture,**" 1990-91 Academic & Program Activities, approx. 83 pgs. **(SC.18)**

"**Searching Family History at the Buffalo & Erie County Public Library, 2nd. ed.,**" History Dept., 9/86, (2 attach.- BECPL Local History & Genealogy Referrals; Where To Find Records in Erie County), 38 pgs. **(SC.19)**

"**Business Records and the Project Archivist: A Study in Limitations on Appraisal,**" Mike Harrell (Winthrop Group), 4/90, 14 pgs. **(SC.20)**

"**20th Century Collecting, Guidelines and Case Studies,**" AASLH Special Report, 1991, 12 pgs. **(SC.21)**

"**Seasons of Life and Learning,**" Lake View Cemetery, an Educator's Handbook, Vincetta DiRocco Dooner & Jean Marie Bossu, 1990, 40 pgs. **(SC.22)**

"**Building Bridges Toward Interaction,**" & "**Historical Redirection,**" Center for Southwest Research University of New Mexico, (two articles, 5 pgs. & 3 pgs. & one brochure) **(SC.23)**

"**Organizing America's History Business: A New Ethic & Plan of Action,**" AASLH Special Report, 12 pgs. **(SC.24)**

"**We Were WASP,**" Women Airforce Service Pilots, WWII, video cassette, 1990, 23 minutes **(SC.25)**

BACK ISSUES: JOURNALS

"THE AMERICAN ARCHIVIST" ** (The Society of American Archivist - SAA)

1978 vol.41 #5/July
1987 vol.50 #4/Fall
1988 vol.51 #1/Winter; #2/Spring
1989 vol.52 #1/Winter; #2/Spring
1990 VOL.53 #4/Fall
1991 VOL.54 #1/Winter

"ARCHIVARIA" ** (Social Sciences and Humanities Research Council of Canada)

1988-89 #27/Winter;#28/Summer;#29/Winter
1990 #30/Summer

"THE BOOKMARK" (University of State of New York, State Education Dept.)

1987 Spring - Conservation/Preservation
1988 Winter - Libraries/Technology 2
Spring - Youth
Summer- Outreach
Fall - Business
1989 Winter - Freedom of Expression
Spring - Access
Summer- Perspectives
Fall - Information Services
1990 Winter - NYLA
Summer- Law Library Service
Fall - Imagination & the Magic of Libraries
Winter - Clarifying and Defining Library Services

"HISTORY NEWS" (American Association for State and Local History)

1989 vol.44 #3, (May/June); #4, (July/Aug); #5, (Sept/Oct); #6, (Nov/Dec)
1990 vol.45 #1, (Jan/Feb); #2, (March/April); #3, (May/June); #4, (July/Aug); #5, (Sept/Oct); #6, (Nov/Dec)
1991 vol.46 #1, (Jan/Feb); #2, (Mar/April); #3, (May/June); #4, (July/Aug); #5, (Sept/Oct); #6, (Nov/Dec)

"THE MIDWESTERN ARCHIVIST" ** (Midwest Archives Conference - MAC)

1988 vol.13 #1; #2
1990 vol.15 #1; #2

"PROVENANCE" ** (Society of Georgia Archivists)

1989 vol. VII #1/Spring; vol. VII #2/Fall

"THE PUBLIC HISTORIAN" ** (University of California Press)

1986 vol.8 #3/Summer

BACK ISSUES:
NEWSLETTERS

"THE ARCHIVIST HISTORIAN" (New York University Archival Management and Historical Editing Program)

1989 - 1990

"ASSOCIATION OF BRITISH COLUMBIA ARCHIVISTS" (ABCA)

1990 vol.16 #2/Autumn

"COMMON BOND" (The New York Landmarks Conservancy)

Spring/1988; Spring/1991

"F\TAAC NEWSLETTER" (National Center for Film and Video Preservation)

1990 - vol.2 #3/Winter

"FYI" (New York Council for the Humanities)

1990 - vol.6 #3/Fall; #4/Winter

"FOR THE RECORD" (New York State Archives and Records Administration - SARA)

1989 - vol.7 #4/Fall;#1/Winter
1990 - vol.8 #2/Spring
1991 - vol.9 #1;#2;#3

"GRANTS ACTION NEWSLETTER" (New York State Assembly Speaker's Office for Grant Assistance)

1991 - (March to present)

"THE GRANTSMANSHIP CENTER" (Grantsmanship Center)

1991 Winter issue #16

"HND" History News Dispatch (American Assoc. for State & Local History)

1991 January; February; March; May; June; July; September; October

"MAC Newsletter" (Midwest Archives Conference - MAC)

1990 vol.18 #3/December
1991 vol.18 #4 (71)/March; vol.19 #1 (72)/June; vol.19 #2 (73)/September

"Mid-Atlantic Archivist" (Mid-Atlantic Regional Archives Conference - MARAC)

1988 vol.17 #4/Fall
1989 vol.18 #2/Spring; #3/Summer; #1/Winter
1990 vol.19 #2/Spring; #3/Summer; #4/Fall; #1/Winter
1991 vol.20 #2/Spring; #3/Summer; #1/Winter

BEST COPY AVAILABLE

"NY FOLKLORE" (New York Folklore Society)

1991 vol.12 #1/Spring; #2/Summer

"NORTHEAST DOCUMENT CONSERVATION CENTER NEWS" (NEDCC)

1990 vol.2 #1/Spring
1991 vol.3 #1/Summer

"RESEARCH" (Research Foundation of the State University of New York)

1990 vol.10 #2/March-April

"SAA Newsletter" (The Society of American Archivists - SAA)

1990 March
1991 May; July; Sept.
1991 November

"SEA HISTORY" (National Maritime Historical Society)

1991 Summer

"THE SOUTHERN REGISTER" (Center for the Study of Southern Culture, the University of Mississippi)

1991 Winter; Spring; Summer

"SPECTRUM" (Southern Tier Library System)

1991 January